



Deputy Director



Role Description

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| <p>GRADE Grade 6</p> <p>LOCATION Equate Scotland, 219 Colinton Road, Edinburgh EH14 1DJ</p> <p>LINE MANAGER Director, Equate Scotland</p> |
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Role Summary

Reporting to the Director, this is a key role in driving the programme’s training and development, of high quality and industry relevant STEM projects. This role has responsibility for budget and staff management (training and admin support team), accountability for meeting income generation targets and oversight of stakeholder engagement. The post holder will be responsible for providing expert strategic guidance to employers on specialist issues related to organisational development and culture change, and equality, diversity, and inclusion (EDI) initiatives.

Line Management Responsibility for:

This role has line management responsibilities for the Training and Engagement Coordinators (Student Network and Stakeholders Network), the Finance and Operations Coordinator and the Career Support Officer.



Main Duties and Responsibilities

- To initiate and build positive relationships with employers, trade unions, public sector bodies and education and training institutions across the STEM sector with the objective of promoting and embedding gender equality.
- To manage (as stipulated within funding and income generation commitments) Equate Scotland's STEM career development programme through designing, testing, delivery, and budget management.
- To lead on the development, promotion and delivery of training workshops to STEM sector partners enabling Equate Scotland to achieve its income generation targets.
- To regularly review and assess training outcomes in consultation with sectoral partners, learners and incorporate that learning into the training programme on an ongoing basis.
- To plan and schedule training activity across the funding period to ensure that Equate Scotland meets its funding commitments and its income generation targets.
- In collaboration with the Director and Business Engagement Manager, contribute to the income generation targets through work streams of consultancy and training.
- To take responsibility for budget use, reporting and evaluation with regards to the training and development as per funding requirements.
- Work collaboratively with stakeholders in Equate Scotland and Edinburgh Napier University to ensure knowledge is internally transferred, and team capacity is streamlined and maximised.
- Support direct reports to set and measure performance objectives.
- Support direct reports to develop their skills and knowledge through training, mentoring and other learning opportunities.
- In the absence of the Director taken on programme, staff management, funder and steering committee relationship management responsibilities as agreed at the time of handover.
- In the absence of the Director ensure there is always adequate coverage of all operational functions and funder reporting requirements, and step in where staff leave by identifying and prioritising capacity gaps which need to be filled.
- In the absence of the Director supervise the Operations and Finance Coordinator to manage communication and reporting logistics of Steering Committee quarterly meetings.
- To undertake any other duties deemed reasonable to the post as required by the Director or the University Senior Leadership Team.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
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PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

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| • Degree or equivalent or extensive relevant and demonstrable work related experience in a project or partnership role | ✓ | |
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Skills / Experience

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| • Significant experience in designing and delivering training workshops. | ✓ | |
| • Experience of successfully developing/delivering on values driven income generation or business development projects in collaboration with commercial stakeholders | ✓ | |
| • Demonstrable experience of having worked or volunteered on projects related to the themes of equality and diversity | ✓ | |
| • Substantial experience of leading, managing and motivating staff, and building team objectives on a values and behaviours framework similar to those of the Equate programme and Edinburgh Napier University. | ✓ | |
| • Ability to apply effective interpersonal and relationship management skills, when engaging with internal and external stakeholders at all levels of seniority | ✓ | |
| • Effective interpersonal, communication and IT skills (written, oral and presentation) | ✓ | |
| • Strong management and reporting skills | ✓ | |
| • Ability to work independently and use own initiative. | ✓ | |
| • Applied knowledge or experience of working on inclusion initiatives in the STEM sectors | | ✓ |
| • Ability and willingness to work occasional evenings | | ✓ |